

DIRECTOR OF COMMUNITY DEVELOPMENT

DEFINITION:

Under administrative direction of the City Manager, administers all phases of a comprehensive community development program, including building inspection and redevelopment activities; provides expert professional assistance to City management staff in areas of responsibility; performs related work as required.

CLASS CHARACTERISTICS:

This is a department director position, with full responsibility for managing the activities of the department through subordinate supervisory staff. Successful performance of the work requires the ability to independently implement varied programs following general policy guidelines

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

1. Develop and direct the implementation of goals, objectives, policies, procedures and work standards for the Community Development Department.
2. Plan, organize, assign, direct, review, and evaluate planning, building, code enforcement, environmental programs, cable television, building maintenance, and related activities.
3. Provide information, policy recommendations and staff support for varied appointed commissions and committees concerned with land use, community development, solid waste, congestion management, water conservation, and related planning matters.
4. Develop and direct the preparation of modifications for and administers the City=s General Plan.
5. Select assigned personnel and provide for their training and professional development, interpret City policies and procedures to employees, and is responsible for the morale and productivity of department staff.
6. Prepare and administer the department=s annual budget.
7. Serves as Secretary to the City=s Planning Commission.
8. Confer with and provide professional assistance to City departments on community development matters.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS (continued):

9. Make presentations before the City Council.
10. Represent the City in meetings with representatives of governmental agencies, professional, business and community organizations, and the public.
11. Monitor developments related to planning, building, land use, grant and bond programs, code enforcement, and redevelopment matters, evaluating the impact of each upon City operations and recommends policy changes.
12. Prepare a variety of periodic and special reports.
13. Conduct or direct analytical planning, develop and review reports of findings, consider alternatives, and make recommendations.
14. Handle difficult inquiries or community concerns.
15. Undertake and prepare studies and projects for the Redevelopment Agency.

MARGINAL/PERIPHERAL JOB FUNCTIONS:

1. May serve as Acting City Manager in City Manager=s absence.
2. Perform related work as required.

QUALIFICATIONS:**Knowledge of:**

1. Principles, practices, techniques of urban planning, economic development, and redevelopment.
2. Applicable city, county, state and federal laws, codes, ordinances, and regulations.
3. Administrative principles and methods, including goal setting, program development and implementation, budget preparation, administration, and employee supervision.
4. Basic building, code enforcement, grant and alternative funding principles, practices, and methods.
5. Environmental issues as related to the planning process.

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Skill in:

1. Planning, organizing, assigning, directing, reviewing and evaluating varied community development activities.
2. Selecting, training, motivating and evaluating staff.
3. Developing, implementing and interpreting policies, procedures, goals, objectives and work standards.
4. Analyzing complex problems, evaluating alternatives and making creative recommendations.
5. Interpreting and explaining complex laws and regulations.

Ability to:

1. Exercise sound independent judgment within general policy guidelines.
2. Establish and maintain effective working relationships with those contacted in the course of the work, including difficult or disgruntled citizens, contractors, developers, and others.
3. Represent the City effectively in meetings with others.
4. Prepare clear, concise and competent reports, correspondence, and other written materials.

JOB REQUIREMENTS:

1. Possession of a valid California Class C driver=s license in conformance with adopted City driving standards.

OTHER QUALIFICATIONS:

1. Graduation from a four-year college with major course work in City and Regional Planning, Urban Planning, Public or Business Administration, or a related is field. A Master=s degree in City and Regional Planning or Urban Planning is highly desired, but not required.
2. At least five years of municipal planning experience which has included at least two years at a supervisory or management level.
3. Familiarity with building inspection, code enforcement, and plan checking programs

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and processes highly desired.

MACHINES/TOOLS/EQUIPMENT UTILIZED

1. Automobile
2. Reports, forms, pencils and pens
3. Computer monitor, keyboard and printer
4. Copy machines
5. Calculator
6. Telephone

PHYSICAL DEMANDS:

1. Mobility
2. Speaking/Hearing
3. Seeing
4. Sitting
5. Manual dexterity
6. Lifting up to 40 lbs.

ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:

Office Conditions:

1. Indoors: normal office conditions, 95% of the time
Travel: varying conditions, 5% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels

Field Conditions:

1. Outdoors: varying weather conditions
2. Noise level: varying low to high equipment noise
3. Flooring: grass, dirt, rock, gravel, etc.
4. Dust: normal outdoor, to high outdoor levels
5. Hazards: inspecting sites in varying stages of construction and development